



INVENTORY AND ACCOUNTABILITY PROCEDURES



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- Initial Wall-to-Wall Inventory within 30-Days
- Monthly Inventory
- NAVMC 10774
- DD Form 1348-1A
- Inert Accountability
- Vouchers
- Document Identifier Codes



INVENTORY AND ACCOUNTABILITY PROCEDURES

Initial Wall-to-Wall

- The AA&E Officer/SNCO must conduct a 100-percent physical inventory and a complete review of all AA&E within 30 days from appointment.
 - The inventory must be retained for 6 years and 3 months from date of acceptance



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Monthly Inventory

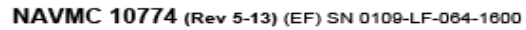
- The CO must appoint a disinterested SNCO in writing to conduct and document monthly inventories of Class V(W) stored in locally controlled magazines, ready service lockers, or armories.
 - This inventory shall be conducted at the same time the monthly armory serialized inventory is conducted to alleviate duplicate assignments.
 - Copies of the inventory results will be maintained with the ammunition section for 3 years from the date of inventory.



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Ammunition NSN/Lot Number Record (NAVMC 10774)

- For purposes of accounting for Class V(W) material at the unit level, NAVMC 10774 will be utilized for each lot number of A&E stored.
 - NAVMC 10774 cards must be updated immediately upon receipt, issue, or other adjustments associated with the lot.
 - The DD Form 1348-1A will be utilized to record all transactions on the NAVMC 10774 card to include the sub-custody of assets.



AMMUNITION NSN/LOT NUMBER RECORD (8015)

Print Form

NSN/DODIC		DESCRIPTION					LOT NUMBER	COND
DATE	DOCUMENT NUMBER	TRAN CODE	QUANTITY INCREASE	QUANTITY DECREASE	AVAILABLE FOR ISSUE	ACCOUNTABLE BALANCE	REMARKS	
	BROUGHT FORWARD							
	CARRIED FORWARD							

Reset Form



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Issue Release/Receipt Document (DD Form 1348-1A)

- The DD Form 1348-1A is an approved form of sub-custody for non-expendable A&E.
 - It is the preferred method of sub-custody for security, dummy, and inert A&E from the Ammunition Chief to the Armory.
 - Reference: MCO 8010.13, enclosure (1), chapter 5.



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Equipment Custody Record (ECR) (NAVMC 10359)

- The ECR is an approved form to sub-custody non-expendable A&E as well.
 - It is mainly used to sub-custody security, dummy, inert A&E from the Armory to unit personnel that will utilize the items for either security purposes (security A&E) or training purposes (dummy/inert ammo)



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Inert Accountability

- A request to the ESO must be submitted for certifying A&E items inert. Upon approval and certification, accountability of the inert items must be maintained.
 - Units must maintain a record of all inerted ammunition currently stored. The following information must be provided as a minimum:

RECORD OF CERTIFICATION AND IDENTIFICATION

COMMAND

DESCRIPTION DODIC/NALC NSN	SER. NO.	NAME CERTIFYING OFFICIAL	SIGNATURE CERTIFYING OFFICIAL	DATE CERTIFIED	METHOD OF CERTIFICATION	ITEM LOCATION	DISPOSITION DOCUMENT NUMBERS

- Reference: NAVSEA OP 5, Volume 1, chapter 2.



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Vouchers

- Gain/loss of A&E discovered by results of an inventory or an audit shall be adjusted with a voucher following the procedures below.
 - Report gains/losses to the AA&E Officer
 - The AA&E Officer will conduct causative research and request an investigation to CO within 5 calendar days and assigns a voucher (document) number on the submission for tracking purposes.
 - The CO will either endorse the AA&E Officer's letter or



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- Upon completion of investigation, a voucher DD Form 1348-1A will be generated to adjust the account using the voucher number assigned.
- The inventory adjustment voucher file will contain all inventory adjustment documents, reports of investigations, and the Missing, Lost, Stolen, Recovered (MLSR) documentation (if applicable).
- Reference: MCO 8010.13, enclosure (1), chapter 5. and MCO 4400.150, chapter 2 and chapter 5.



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Document Identification Codes (DIC)

- DICs (also known as Transaction Codes) are utilized for all transactions such as issues, receipts, and vouchers on NAVMC 10774 cards, DD Form 1348-1A, etc.
- A common trend throughout the Explosives Safety Self-Assessments (ESSA) is incorrect usage of DICs.
- Reference: MCO 8010.13, enclosure (3), appendix D for Supported Units and appendix E for the Supporting Unit



QUESTIONS?